

Instructions for Filing Form PE10-249

Be sure you begin on the Pay Equity Worksheet (first tab on the left at the bottom of the screen). Fields to be filled in are shaded.

Fill in the company information, including FEIN, EAN, and SHARE numbers if you have them. (You may not have all of these numbers – fill in those you have.)

Before filling out the remainder of the form, you will first need the following information for *each* employee during the most recent full calendar year, ending the previous December 31:

- 1) Job classification using the categories on the form (see below for how to classify each employee)
- 2) Gender
- 3) Full or part time
- 4) Total number of hours the person worked the previous calendar year
- 5) Total compensation for the previous calendar year before deductions, and including bonuses and overtime

How to put employees in the job classifications: Every employee must be classified according to the categories numbered 1-9 in the dark blue box at the top of the form, *regardless of their job title at your place of business.*

The job titles/number categories are those provided by the U.S. Department of Labor. If your company fills out an EEO-1 form for federal reporting or various other required reports, you may already have this information for your employees -- check with your Human Resources or Payroll department.

As an example, the Technician (Job Category 3) includes emergency medical technicians, engineering technicians, or food science technicians, and various others. Any of these would be coded with the number 3 on the form. Sales Workers include cashiers, retail sales clerks, travel agents, and various others. Any of these would be coded with the number 4 on the form.

If you are unsure of how to classify an employee, *do not guess*. Go to <http://www.eeoc.gov/employers/eeo1survey/jobclassguide.cfm> for a complete list of jobs and which of 9 categories in the blue box they fit into.

Please note: This webpage can be confusing, as it contains several numbers that will not be relevant to what you are trying to do. All you need to find is the job title that best describes what your employee is doing, and the broad category for that job title. Example: Suppose your employee is a Cost Estimator. Scroll down until you find Cost Estimator as a Job Title/Description, and note that it falls under the broad category “Professionals.” “Professionals” is number 2 in the dark blue box on the form you are filling out, so that employee would be coded a 2 under “Job Category Number” on the form.

Once you have coded your employees, it is strongly suggested that you save the information, so you won’t have to repeat the process for each new report.

How to calculate hours worked for the previous calendar year:

For salaried employees that do not work by the hour:

Salaried employees who worked full time the whole year: Use the number 2080 (40 hours per week x 52 weeks). Note: do not use a different number. Use the same number (2080) for every employee who worked full time the whole year who is not paid by the hour, regardless of the number of hours they actually worked.

Salaried employees who worked a partial year or salaried part time: Calculate the number of weeks the employee worked and multiply by 40 (e.g. if the employee worked 12 weeks, the number would be $12 \times 40 = 480$).

For employees that work by the hour, whether full or part time, or partial year: Calculate the total hours the person worked, including overtime.

Once you have the above information (Items 1-5):

- A. Total the number of females in each job category, including both full and part time. (You will also need separate totals for full and part time for the entire workforce, but they don't have to be broken out by job category.)
- B. Add up the total compensation figures for all of the females in each job category (full and part time) into one female grand total compensation for that category.
- C. Add up the total hours worked by females in each job category (full and part time) into one grand total of hours for that category.

Repeat steps A-C for the male workers in each category.

Example:

Job Category #xx Sales Workers		
Total Female Sales Workers: 3		
Sales Workers: Total compensation		Hours worked
Jane Doe	\$25,000	2080
Mary Smith	\$22,500	480
Jill Jones	\$24,600	2080
<hr/>		
Grand totals	\$72,100	4640

When you have calculated items A-C for both females and males in each job category, you are ready to enter those numbers into the PE10-249 worksheet. (This is the tab at the bottom left that says Pay Equity Worksheet.) Cells to be filled in are shaded.

Note: you must use this worksheet to produce your pay equity report. You cannot use another worksheet (e.g. one provided by your payroll company) because the formulas in this worksheet are predetermined and the only ones acceptable by the City of Albuquerque for producing the PE10-249 report.

If you have a job category with no workers, or a job category where there are no males (or no females) you may leave those cells blank. There is no need to enter zeroes.

Once the shaded items for each job category are entered in the worksheet, male averages and the female averages will be calculated automatically as well as any differences (called the gaps).

Now enter the total number of full time females and the total number of part-time females in the entire workforce (not by job category) in the appropriate boxes on lower part of the worksheet. Do the same for males.

Note: this is a work sheet for your internal calculations only. It is strongly recommended that you print and save it with a name for your company (e.g. CompanyNamePayWorksheet2010), for your own information.

Do not send this worksheet to the City of Albuquerque. It is for your internal information.

When the worksheet is completely filled in and the automatic calculations have been made, press the tab at the bottom that says: **PE10-249 Report**.

Your report has been automatically generated -- there is nothing to fill in on the sheet except the signature. *The PE10-249 Report is the report to be submitted.*

Print TWO COPIES of the PE10-249 Report and get the required signature and date. Both copies of the PE10-249 must be signed by the principal executive of the company, regardless of who entered the data.

For Requests for Bid (RFB) or Requests for Proposals (RFP) issued by the City of Albuquerque Central Purchasing Office, the PE10-249 report (two signed copies) MUST be included with your bid (for RFBs) or proposal (for RFPs) unless you are exempt from the reporting requirement. All bidders and proposers were required to respond. If you believe you are exempt because you (1) are an out-of-state contractor that has no facilities and no employees working in New Mexico; or (2) have fewer than ten (10) employees, you are still required to submit a statement certifying your status as exempt. Failure to include the PE10-249 report or a statement certifying your exempt status with your bid or proposal WILL LEAD TO DISQUALIFICATION of your bid or proposal.

Print and save a copy for your own information.